



GOVERNOR'S OFFICE OF SMALL & MINORITY BUSINESS ASSISTANCE

Margaret Woodson - Director

PROGRAM DESCRIPTION

- The Governor's Office of Small and Minority Business Assistance (OSMBA) was created by Executive Order in October 1979. Enabling legislation was passed and the program was placed into law as outlined in Article 21 of the Code of Laws of South Carolina, 1981.

- The policy of the Governor's Office of Small and Minority Business Assistance is that state agencies expend 10% or more of their total dollar amount of funds expended with minority and women owned businesses.
- OSMBA is committed to encouraging the increase of dollars spent with minority and women-owned businesses, affording them an opportunity to gain an equitable portion of dollars spent by state agencies.

The goals of OSMBA are to promote the growth and development of small & minority owned businesses in South Carolina and act as their advocate so that an equitable portion of State procurement contracts be awarded to small and minority owned businesses.

Role of OSMBA:

Our mission is to provide MBEs with the maximum participation in all commodities. To support this effort, we will provide you with the following tools.

- 1) The structure, including staff and resources, to help you identify MBEs through our database.

2) We will strive to ensure our certified MBE's are qualified to meet our purchasing standards.

3) OSMBA will assist you in any way possible with the potential suppliers up front, during the engagement period and throughout the contracting process.

In order to sustain and support the process, we will provide a guide for you in the areas of responsibility for the implementation of your MBE program.

4) We will provide quarterly and annual reports of the state agencies' performance.

An Opportunity

- Small and minority businesses are not asking for handouts or bending of any rules. They only ask to be included in the procurement process and fairly assessed of their products and services.
- They offer quality products and services at competitive prices. Plus, they pay the taxes that pay our salaries!

- Small business is the backbone of South Carolina's economy, employing two-thirds of the state's workforce.
- The OSMBA directory is designed to help you identify hundreds of small minority businesses that can help you provide quality services at competitive prices, while expanding your influence in new markets.

- By referring work to small businesses, you are supporting South Carolina's economic development potential and getting the best service possible.
- Each business listed was built on a foundation of hard work and innovation. I urge you to browse through our directory and get to know the companies that are eager to become part of your workforce.

Defining US Small Businesses and what they contribute

- 3 million farms
- Account for 48% of the non-farm GNP
- 55% of labor force employed by firms with fewer than 100 employees
- Provide approx. 75% of the net new jobs added to the economy

SC Small Businesses

- The State can not ignore groups that are quickly becoming the majority of South Carolina's business population.
- Currently they represent 46% of the 290,000 businesses in SC per 2002 census information :
- 29% women owned
- 10% African American
- 7% Other

OSMBA continues to establish and re-establish strategic and meaningful partnerships through participation in meetings and other activities.

The administration, promotion and regulation of the State's MBE initiative requires a coordinated effort.

The strength of OSMBA's relationships with agency procurement staff, private, public and business development organizations contributes to the enhancement and success of the outreach program.

Certification: The Process and Benefits

- To become "Certified", a company must complete an application available from OSMBA and provide supporting documents specified on the checklist.



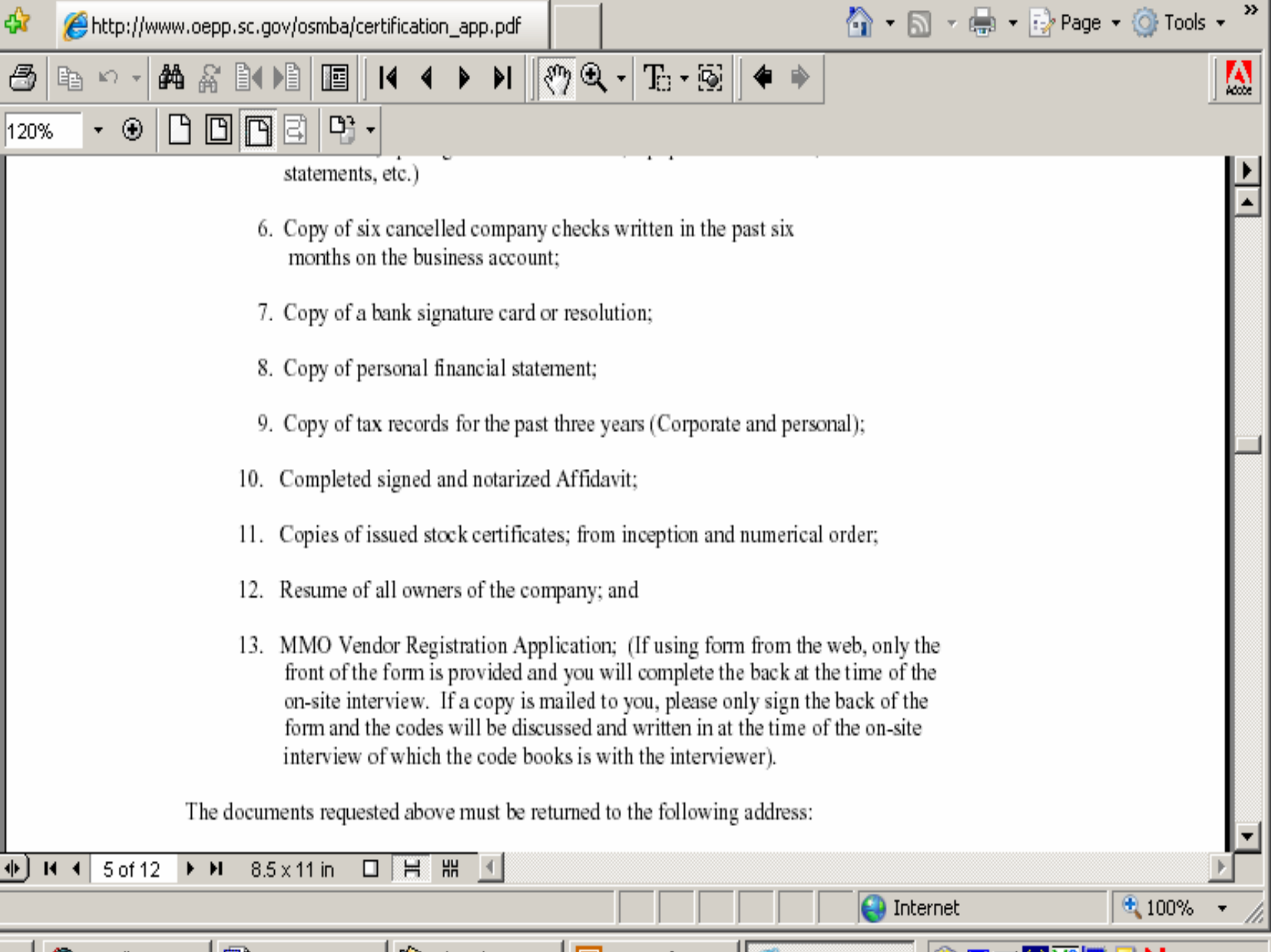
OFFICE OF SMALL AND MINORITY BUSINESS ASSISTANCE

CHECKLIST FOR CERTIFICATION MATERIAL

Any firm desiring to be certified as a minority firm must complete the attached application package and submit the following documents:

1. Copy of incorporation papers or partnership agreement;
2. Copy of by-laws of the business
3. Copy of organizational chart or outline;
4. Copies of business licenses; (if applicable)
5. Proof of verification of start-up investment capital by owner (example: cash investment, opening of business account, equipment bill of sale, bank statements, etc.)
6. Copy of six cancelled company checks written in the past six months on the business account;





statements, etc.)

6. Copy of six cancelled company checks written in the past six months on the business account;
7. Copy of a bank signature card or resolution;
8. Copy of personal financial statement;
9. Copy of tax records for the past three years (Corporate and personal);
10. Completed signed and notarized Affidavit;
11. Copies of issued stock certificates; from inception and numerical order;
12. Resume of all owners of the company; and
13. MMO Vendor Registration Application; (If using form from the web, only the front of the form is provided and you will complete the back at the time of the on-site interview. If a copy is mailed to you, please only sign the back of the form and the codes will be discussed and written in at the time of the on-site interview of which the code books is with the interviewer).

The documents requested above must be returned to the following address:

- In addition to the checklist of supporting documents to accompany the full application, part of the criteria for a business to qualify is that it must be at least 51% owned, controlled and operated by a socially and economically disadvantaged minority or woman.

- Site visits and interviews of the owners are conducted on all applicants.

Target Market

- The target markets for OSMBA are South Carolina based minority, women, socially and economically disadvantaged persons who own small business enterprises and meet the eligibility criteria of ownership, control, size and independence.
- State certification is South Carolina's premier stamp of approval for MBEs.

MINORITY VENDOR ASSISTANCE

- Requirements for State Agencies
 - Every agency must:
 - Establish a goal for MBE participation
 - Submit progress reports to Governor's Office quarterly
 - Submit an annual report to the Governor's Office stating their goal for that fiscal year

Agency's Role

- Demonstrates leadership
- Supports supplier diversity program
- Provide training and orientation internally and to MBEs
- Key resource for information about supplier sources
- Identifies new MBEs
- Provide opportunities for networking
- Document purchases from MBEs

The state contracts can be an instrumental part of your agency's strategy to meet your projected goal.

You can select a certified vendor from the contract's listing of preferred vendors.

Some of the existing contracts that have OSMBA certified vendors are indicated on the contract.

Classifications

- 01 - African American Male Owner
- 02 - African American Female
- 03 - Caucasian Female
- 04 - Hispanic Male or Female
- 05 - DOT – A. A. Male or Female
- 06 - DOT – Caucasian Female
- 07 - Native American Male or Female
- 08 - SBA designation
- 09 - Other (incl. Asian Pacific Americans)

Quarterly M/WBE & Other Businesses Utilization Data Report: (Remember to provide one for each quarter)



Agency Name:

Contact Name:

Contact Telephone:

Reporting Qtr:

CODES:

- 01- Traditional male
- 02- Traditional female
- 03- White female
- 04- Hispanic (male & female)
- 05- Dot Certified Traditional (01&02)
- 06- DOT Certified White females
- 07- Native American (American Indians, Eskimos & Aleutians)
- 08- SBA Certified (All Vendors)
- 09- All Others * (Native Hawaiians & Asian Pacific Americans)

Quarterly Total Controllable Dollars		<input type="text"/>	
Quarterly MBE Total Expenditures (01 & 02)	<input type="text"/>	Total Contracts Awarded to MBE	<input type="text"/>
Quarterly WBE Total Expenditures (03)	<input type="text"/>	Total Contracts Awarded to WBE	<input type="text"/>

Reporting Requirements

07- Native American (American Indians, Eskimos & Aleutians)
 08- SBA Certified (All Vendors)
 09- All Others * (Native Hawaiians & Asian Pacific Americans)



Quarterly Total Controllable Dollars			
Quarterly MBE Total Expenditures (01 & 02)		Total Contracts Awarded to MBE	
Quarterly WBE Total Expenditures (03)		Total Contracts Awarded to WBE	
Quarterly Other Total Expenditures (05, 06, 08, 07, 09)*		Total Contracts Awarded to Others	
Quarterly Hispanic Expenditures (04)		Total Contracts Awarded to Hispanic	
Quarterly Total (MBE, WBE & Other Expenditures)		Total Number of Contracts Awarded	



Governor's Office of Small and Minority Business Progress Report

Quarterly Report for: [redacted] Through [redacted] Date [redacted]

Prepared by [redacted] Title [redacted]

Agency Name [redacted] Telephone Number [redacted]

I. Funds Expended (Report only those funds over which your agency exercised final approval authority)

- a. Total dollar value of funds expended during quarter [redacted]
- b. Total dollar value of awards made to certified minorities [redacted]
- c. Dollar goal established for reporting quarter [redacted]

II. Bid Information

- a. Number of solicitations made to certified minorities [redacted]
- b. Number of responses received from certified minorities [redacted]
- c. Number of awards made to certified minorities [redacted]

III. Construction and/or Renovation

- a. Number of contracts awarded under \$10,000 [redacted]

Edit View Favorites Tools Help

Forward Stop Refresh Home Search Favorites Print

ss http://www.govoepp.state.sc.us/osmba/qtrform.pdf Go Lin

158%

Procurement Information Form

Quarterly Report for [redacted] Through [redacted] Date [redacted]

Prepared by [redacted] Title [redacted] Phone No. [redacted]

Name and Address of Business or Individual	Telephone	Commodity or Service	Date Awarded	Amount	Cert. No.
[redacted]	[redacted]	[redacted]			
[redacted]	[redacted]				
[redacted]	[redacted]		[redacted]	[redacted]	[redacted]
[redacted]	[redacted]				
[redacted]		[redacted]			



Making it Work with You in Mind

[About Us](#)
[Business & Contracting Opportunities](#)
[Publications](#)
[Directory](#)
[Services & Resources](#)
[Contact Us](#)
[Agency Reports](#)
[OSMBA HOME](#)

About Us

The Governor's Office of Small & Minority Business Assistance (OSMBA) was created in 1979 by Executive Order. Enabling legislation was passed and the program was placed into law as outlined in Article 21 of the Code of Laws of South Carolina, 1981.

Mission

The mission of the Governor's Office of Small & Minority Business Assistance is to promote the interest of small and minority businesses as a part of the free enterprise system; thereby, enhancing economic growth and development in South Carolina.

OSMBA certifies that a South Carolina business is owned, controlled and operated by a socially and economically disadvantaged minority who is a US citizen. There are no loans, grants or guaranteed award of contracts associated with obtaining certification. Businesses are encouraged to participate in any agency's bid process. Agency solicitations are advertised in the SC Business Opportunities (SCBO) publication issued by the Materials Management Office.

Reengineering OSMBA

- OSMBA has identified and taken a critical look at problems within the MBE program by exploring new ways to reengineer the process of data collection and continuing the efforts established in prior years.



OSMBA is in the process of revising the data collection process with an eye toward streamlining requirements and providing better tools for extracting meaningful data.

State agencies can achieve their MBE goals by using any combination of the subgroups as prime contractors and/or subcontractors.

Procurement Cards

- Many agencies forget to include another stream of decentralized procurement expenditures, the procurement card.
- In order to capture expenditures with MBE firms using the procurement card, we suggest that your p-card training for card holders include a section on the importance of including MBE firms when soliciting for goods and services, how to identify and record MBE expenditures, plus reporting those expenditures quarterly to the agency's p-card liaison.

To meet the goal using MBE subcontractors, prime contractors and agencies are urged to do the following:

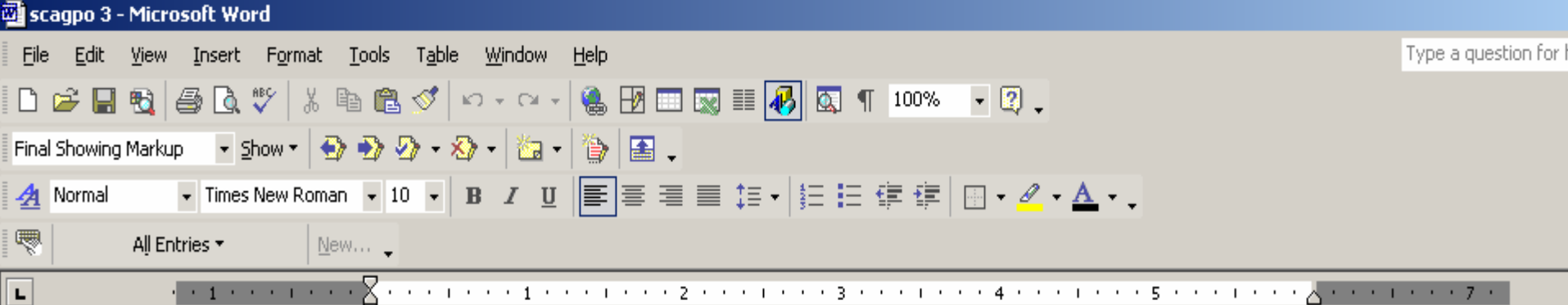
- Identify work areas within a contract for subcontracting opportunities
- Solicit minority business enterprises through written notice or personal contact
- Help minority businesses meet bonding requirements or grant them a waiver of bonding requirements
- Identify the MBE contractors at the time they submit their bids/proposals, or shortly after issuance of award.

Perhaps most importantly, payments, not awards, represent the most meaningful measure of the success of the MBE program. Reporting payments is a new initiative for OSMBA and will be implemented fully with the SCEIS system.

OSMBA believes that payments are the most appropriate metric for measuring state government procurement with the MBE business community. Award to an MBE does not guarantee payment and the contract period can span multiple years.

With the newly established guidelines for determining an agency's total dollar amount of funds expended and MBE goal, agencies may not initially achieve their 10% goal without the implementation of progressive initiatives.

However, we believe that agencies should realize each succeeding fiscal year an increase in their award of contracts to MBEs and move the State one step closer toward achieving the 10% participation goal for all agencies.



**Governor's Office of Small and Minority Business Assistance
Payment Verification of Minority Contracts**

AGENCY _____ FY & QUARTER _____

Name of Prime Contractor	<u>Contractor EIN/SSN</u>	Prime Contractor Classification

Contract/Purchase Order Number	Contract Award Date	Actual Contract Payment Amount

Subcontractor Information

Subcontractor Name	OSMBA Certification No.	MBE Class.	Subcontract Amount

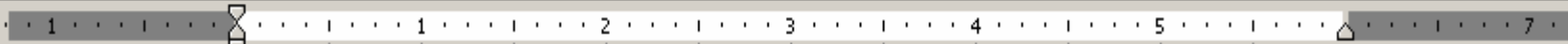
Completion Date Actual Payments Amounts



Showing Markup Show

Normal Times New Roman 10 B I U

All Entries New...



MBE CONTRACT AWARDS

AGENCY _____ FY & QUARTER _____



	African American	Caucasian Women	Hispanic	Native American	Other	Total	
Procurement Category	Total Dollars	# of Contracts				Total Dollars	# of Contracts
Architect/Engineering							
Construction							
Construction Related Services							
Maintenance							
Service							
Supplies & Equipment							
Human, Cultural Social & Educ. Services							
Procurement Card							

Office of Small and Minority Business Assistance

OSMBA

SOUTH CAROLINA GOVERNOR'S OFFICE



Making it Work with You in Mind

About Us

News & Contracting
Opportunities

Applications

Directory

Links & Resources

Contact Us

From the Governor



OSMBA TRADE FAIR

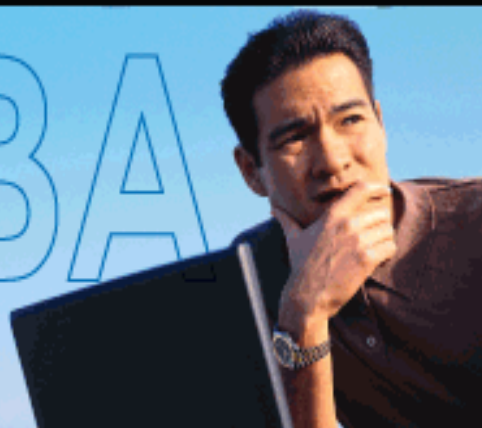
March 19-20, 2008 - Columbia, S
(check back soon for more information)



Office of Small and Minority Business Assistance

OSMBA

A SOUTH CAROLINA GOVERNOR'S OFFICE



Making it Work with You in Mind

About Us

News & Contracting
Opportunities

Applications

Directory

Links & Resources

Contact Us

State Agency Reports

- [State Agency Quarterly MBE Report Form \[PDF\]](#) or [\[DOC\]](#)
- [State Agency Annual MBE Utilization Plan Form 2006-2007 \[PDF\]](#)
- [State Agency Annual MBE Utilization Plan Form 2007-2008 \[PDF\]](#)
- [Total dollar amounts of funds expended required by Section 11-35-5240 \[PDF\]](#)
- [Letter from SC Budget and Control Board concerning Section 11-35-5240 \[PDF\]](#)
- [Learn more about "Demystifying the MBE Certification Number"](#)

Thank you, MBE Coordinators and Liaisons, for your efforts and support to increase contracting opportunities with South Carolina's small, minority and women-owned businesses!

Assistance Is Available to You

- We Are Always Willing To Help.

- Call Us At:

OSMBA (803) 734-0657

www.oepp.sc.gov/osmba

Margaret Woodson

Director

mwoodson@oepp.sc.gov

